

President's Roles and Responsibilities (Director and Officer Position)

Directors are bound by their fiduciary duty to perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Directors must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Paws4Fun Agility Membership.

Directors are required to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun. Directors must refrain from placing themselves in a situation where their duty as a Director conflicts with their personal interest or with their duty to others. Directors and Officers are legally bound to abide by the terms of The Canada Not-For-Profit Act and the Paws4Fun By-Laws, and must also abide by the Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

Directors and Officers assume legal liability for the actions taken by the Board of Directors, and for performance of the Corporation as a whole, and are covered by liability insurance provided by the Paws4Fun Agility Corporation.

All Directors are responsible for:

- providing an annual report to the Membership at the Annual General Meeting (AGM)
- preparing an annual budget of planned expenses and income when requested to do so by the Board
- keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility and any committees which they chair
- keeping the Roles and Responsibilities document for their Director's position up to date

President:

- ensures that the Directors and Coordinators are aware of and fulfill their governance responsibilities, and conduct board business effectively and efficiently
- chairs meetings, proposes policies and practices, submits various reports to the Board, to members, and to other stakeholders
- proposes the creation of committees for approval by the Board
- provides leadership and advice to ensure that the Board and Committees function effectively and that members interact appropriately in a positive manner
- represents the Corporation at official functions, trials, demos, and other events
- ensures that the organization maintains positive and productive relationships with its members, the media, donors, the community, and other organizations
- serves as primary spokesperson for the organization
- ensures that volunteers, instructors, judges, and others receive rewards and recognition as appropriate

- holds the Office of Chair of the Board
- supervises the affairs of the Corporation
- is responsible for the development and implementation of the strategic plans and policies of the Corporation
- ensures that an agenda is planned for Board meetings and the Annual General Meeting, and chairs these meetings:
- assigns tasks and delegate responsibilities to board committees and/or directors
- serves as an ex-officio member of board committees
- acts as one of the signing officers for the Corporation
- negotiates contracts for the use and maintenance of the agility land and use of other facilities
- ensures a slate of candidates has been recruited for the next year's Board
- communicates Corporation activities, Board decisions, and progress on major Corporation projects to the general membership
- ensures the Corporation, its members and assets are adequately covered by insurance
- ensures all necessary paperwork is filed with government offices, including but not limited to filing updated By-Laws with Corporations Canada
- ensures the preservation of the Corporation's documents and corporate history